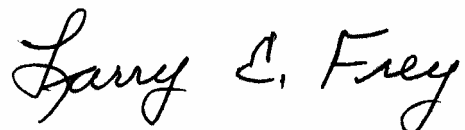


For: Oregon County Offices

Conservation Rollover for FY2004

Approved by: Larry Frey, State Executive Director
LEF/LL/ll



1 Overview

A Background

At the end of each fiscal year, all eligible conservation payments due that fiscal year must be paid, the ledgers must balance, and rollover to the next fiscal year must be successfully completed. This year is especially crucial due to the migration of the Environmental Quality Incentive Program to NRCS.

B Purpose

The purpose of this notice is:

- provide clear instructions on completing FY04 rollover activities
- remind counties to:
 - compare cost-share earned entries for each ledger against the respective payment history file and cash receipts files to assure that all payments and refunds have been issued and posted to the appropriate ledger
 - back up files before rollover
 - print and maintain copies of FY end/rollover ledgers and reports.

| Disposal Date | Distribution |
|---------------|--|
| July 1, 2005 | Oregon FSA County Offices, FSA COF relay to local NRCS |

Oregon CONSV-12

2 County Office Responsibilities

A Reconciliations and Reports

- Follow 1-CONSV (Rev. 2), paragraph 828 and 2-CONSV, paragraph 411, to ensure that all conservation activity has been completed.
- Ensure that all payments and approvals and refunds have been recorded.
- Complete any needed reconciliations and make sure that ledgers are correct.
- Print and provide to NRCS the reports listed in Notice CONOP-21 subpart 3A (copies must be kept in FSA files for 5 years).
- Print all reports listed in 1-CONSV paragraph 828 D.

NOTE: These reports are important for history and reconciliation purposes.

- On **September 30** queue and transmit files as per National notice FI-2655 subpart 2C and Notice CONOP-21.

B Creating Backups

On October 1 follow 1-CONSV paragraph 841 to create backup **BEFORE** rollover.

C Rollover

Before rollover can be accomplished, the September ACP-305 reports must be queued. SOD on **October 1** will automatically queue and print the ACP-305 reports. COFs will need to ensure that the ACP-305 reports were queued and printed.

Once the backup is completed and ACP-305 reports are queued and printed, follow the procedure in 1-CONSV paragraph 842 to do the rollover to the new fiscal year on **Friday October 1**. No work in the conservation programs will be possible until rollover is finished.

D Reports to State Office

The following reports and ledgers must be submitted to the State Office:

- all sequential ledgers, detailing the entire FY, for all fund codes
- all reports produced at rollover

E STO Contact

Direct questions concerning this notice should be addressed to Lois Loop.